

ADDENDUM No. 1

TO: ALL BIDDERS
FROM: CITY OF HIALEAH
BID #: 2015/16-8500-60-004
RE: Leasing of copier and copier support services
DATE: June 21, 2016

The original contract documents for the entitled: **Leasing of copier and copier support services** need to be amended as noted in this Addendum No. 1.

This Addendum No. 1 consists of **10** typed pages, **1** attachment and **1** addendum receipt form (ARF)./ All of the terms and conditions in the original Contract Documents shall remain unchanged, except as stated in this Addendum No.1. This Addendum shall become a part of the Contract Documents.

Approved for issue: _____

Angel Ayala – Acting Purchasing Director

Date: _____

6/22/16

ACKNOWLEDGMENT

Receipt of this Addendum No. 1 shall be acknowledged in the space provided on the ADDENDUM RECEIPT form – ARF (Copy attached) now a part of the Contract Documents to be faxed immediately to the City of Hialeah Purchasing Division (305) 883-5871 and submitted with sealed bids.

QUESTIONS AND ANSWERS

Question 1: Will the City provide average monthly volumes by department and a breakdown of the 75 units by location?

Answer 1: **The city will not provide an average monthly volume by department. However, the city's average volume per month is 400,000. The city will not provide breakdown of the 75 units by location until RFP is awarded to the most qualified bidder. See attachment for locations. Breakdown of each machine per location will not be provided.**

Question 2: Can you specify the minimum amount of paper trays on all proposed 75 units or should it be listed as an optional expense?

Answer 2: **Minimum of 3 trays, also include the cost of additional trays as an optional cost.**

Question 3: Can you verify that stapling capabilities is required on all proposed 75 units or should it be listed as an optional?

Answer 3: **If the stapling capability is not a standard feature of the machine, you can list the cost for that feature or bundle of features separate.**

Question 4: Does any units require color capabilities?

Answer 4: **All copiers should be black and white, no color.**

Question 5: What monthly volume commitment will the City wish to have included with the lease payments?

Answer 5: **The city will prefer to have an annual volume allowance as part of the lease payments.**

Question 6: The electrical requirement of "120 volt power source and a standard residential type 3-prong plug" likely the existing units over 51 pages per minute require a T-plug outlet as all manufactures require dedicated 20AMP power for units with this speed, can this be checked or can we be allowed to verify on departments that have those units?

Answer 6: **The city is equipped with T-plug outlets.**

Question 7: Based on the language for this bid, is it correct to assume the cost to return the existing units is the obligation of current vendor and not the vendor awarded the new contract?

Answer 7: **The cost to return the existing units is the obligation of the current vendor and not the vendor to be awarded the new contract.**

Question 8: When the contract is awarded to the winning vendor what would be the targeted implementation date?

Answer 8: **The implementation date will be discussed once the RFP is awarded and the contract is approved and signed.**

Question 9: In order to meet "The City's goal to decrease cost, while increasing overall productivity by upgrading capabilities and maintaining consolidated services with one vendor", will the City share its current cost for leased equipment or budget for that equipment?

Answer 9: **The city will not share its current cost for leased equipment or budget. Current city's machines are refurbished and the RFP is for brand new machines.**

Question 10: Page 16 of the RFP Reservation of Rights states that "The City hereby notifies bidders that certain equipment may be deleted from the contract if it exceeds the City's budget and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability and cost, or other aspects of the bid do not best, meet the City's needs". Please clarify if this notification is based upon the award of the contract or before award.

Answer 10: **This will be before awarding the RFP. However, the city will have the right to change certain models within the models requested and described on page 10 under section 1 if necessary.**

Question 11: It appears that the information in regards to the volume of the current equipment is missing in the RFP. Can the current monthly volume of these devices be provided?

Answer 11: **Please refer to answer to question 1.**

Question 12: Please specify if the cancellation of the contract is for the service contract only or both service and copiers (Page 6 line 18)

Answer 12: **Entire contract, service and copiers.**

Question 13: Terms/Conditions: Cancellation. Please explain in complete details the cancellation clause for 30-days for any reason by either the city or vendor? We need complete understanding of this term outlined. 60-month term agreement can be cancelled within 30 days for any reason by either party? Are there said perimeters for such a provision?

Answer 13: **Termination for convenience**

Question 14: MFP offering listed categories makes no mention of black and white or Color systems? Is the RFQ specific to all color or all black and white or combination? There simply is no reference to this?

Answer 14: **All copiers should be black and white, no color.**

Question 15: Terms /Conditions: Please clarify the reference to RECYCLE TONER or PARTS/SUPPLY use the term of Agreement? This RFQ requests only the newest models of any category bid but allows for recycle non OEM toner, supplies parts?

Answer 15: **Only original equipment manufactured toners will be accepted.**

Question 16: Terms/Conditions outline a contract 12-month fiscal for the city, is this 5 renewals OR is this agreement a true 60-months agreement?

Answer 16: **Contract will be a three (3) year with a two (2) one year extension. Please submit prices for a five (5) year contract.**

Question 17: Is there a base or b/w copy/prints, or color copy/print images to offer the vendor for a monthly base to provide supplies for? There is no mention of base volume or historical monthly /quarterly volumes that have been or will be running, therefore the awarded vendor cannot make correct provisions to stock the supplies and parts needed to support 75 MFPS running each month? Please offer a base or historic volume performance as well as providing a base to the awarded vendor to allot for. Example, 1,500,000 b/w images a month included and overages to be billed at .007 per image to include all supplies, parts, labor and technical support.

Answer 17: **The city will not provide an average monthly volume by department. However, the city's average volume per month is 400,000. The city will not provide breakdown of the 75 units by location until RFP is awarded to the most qualified bidder. It's the vendor's option to include unlimited copy/prints as part of the price or an allowance with overages billed separately.**

Question 18: Location of 75 machines breakdown: Is there a way to provide the vendor the specific location break down of the 75 machines? Example: 45 machines at this location and specific section of machines, 20 machines at this location and the specific section of machines. The approved vendor has to plan to support the 75 units, where they are going to be located, or which speeds and highest volume machines will be where. This all goes into the cost provision to support.

Answer 18: **Please refer to answer to question 1.**

Question 19: Is there any outline for weekend service or after hours and if so, can we get this defined?

Answer 19: **Services required will be from Monday to Friday from 8:30 am to 5:00 pm.**

Question 20: Is there a breakdown of how much supplies should be ordered or kept on site for back supplies needed by the city at all times? There is no mention of this.

Answer 20: **Please determine base on your experience. However, upon request supplies must not take more than 2 days for delivery.**

Question 21: Will there be a performance review of the product every 30, 60 or 90 days to ensure a specific reliability ration to ensure user and city satisfaction?

Answer 21: **Performance review will not be necessary. We will contact if any issues occur or if we are not satisfied.**

Question 22: Is there a provision to ensure the data security encryption is on all machines to ensure data security every day or just ensure data wipe at end of term?

Answer 22: **Data security encryption must be wipe completely at the end of the contract or before if any machine is exchange for a different model.**

Question 23: Scanning is becoming most popular. Is there any way to get specific scanning application for each 75-units or user application the city needs?
No mention of scanning?

Answer 23: **See page 11 line 14.**

Question 24: WIFI security was not mentioned. Is this function needed by some or all of the 75-units?

Answer 24: **Not needed.**

Question 25: Is the city going to furnish what machines are there now, brand, speeds and monthly volumes now so the bidding vendor can match unit with volume proposed?

Answer 25: **See section 1 in page 10 for quantity and speed. No additional information will be provided.**

Question 26: Is there any reference to having extra machines per category on site fully operational in the event that a machine is un-repairable for the city which ensures the city can have vendor remove un-repairable and install the standby machines?

Answer 26: **No extra machine is needed for standby purposes. However, some departments have more than one machine in different areas that can be used in the meantime another machine is replaced.**

Question 27: Is this a base individual contract or is this co terminus? Will the city be adding machines throughout the year and term of the agreement? If so, how does this work?

Answer 27: **It will be the same contract for all 75 machines. No additional machines should be added unless requested by any department.**

Question 28: How will the 75-machines report their meters performance to the vendor for accounting? Will this allow set up of electronic reporting or will manual meters be performed by city once per month.

Answer 28: **The awarded vendor will be responsible to obtain the meter performance report.**

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Answer 29: **The awarded vendor will be responsible to obtain the meter performance report.**

Question 30: Bid specifications do not list color requirements. How many, if any devices require color printing?

Answer 30: **Please see answer to question 14.**

Question 31: Will the city provide a current inventory or equipment list of all copiers, locations and volumes to ensure they receive best available pricing?

Answer 31: **Please see answer to question 1.**

Question 32: What is the City of Hialeah's mobile strategy, and would it be beneficial for employees to print directly from the field?

Answer 32: **The City is not looking into mobile strategy for now.**

Question 33: Would the City find it beneficial to authenticate from a smartphone or tablet?

Answer 33: **The City is not looking into smartphone or tablet for now.**

Question 34: Driver deployment and upkeep often take an inordinate amount of IT team's time. Would it be beneficial for the City to move to driverless printing?

Answer 34: **The City is not looking into driverless printing for now.**

Question 35: Would control panel customization based upon user be important to you?

Answer 35: **No.**

Question 36: Would the City accept a device speed of 50 pages per min in the 51 page per min category in order to realize significant cost savings?

Answer 36: **Yes**

Question 37: What are the minimum document scanning speed requirements?

Answer 37: **Minimum of 25 pages per minute for a 600 dpi resolution.**

Question 38: Single pass duplex scanning increases scan job speeds and minimizes time spent at the copier, allowing employees to be more productive. Will the city insert a requirement that all copiers have single pass duplex scan functionality?

Answer 38: **Provide cost for single pass as an additional feature.**

Question 39: Could the city please clarify the "available facilities and equipment" questions in Statement of Qualification? What would you like listed here?

Answer 39: **Total machines available and that suits the models requested in this RFP.**

Question 40: I also wanted to ask if I was able to deliver 75 machines that print at 55 page per minute but do not have 11x17 capability would this be something you can entertain?

Answer 40: **No. All machines should have the capabilities to print 11x17.**

Question 41: Will a contract be negotiated following award?

Answer 41: **Yes, but there is no date established.**

Question 42: What is the process for submitting exceptions to the RFP?

Answer 42: **See page 14 under Exceptions.**

Question 43: Clarification on the section entitled "Nonconforming Terms and Conditions". All exceptions will, by their nature, not conform to the RFP terms?

Answer 43: **See second sentence on page 14 under Nonconforming Term and Conditions.**

Question 44: Section 18: termination for convenience will this apply to lease?

Answer 44: **Yes**

Question 45: Page 5- item 9; it says that awards may be made by individual items or groups of items. On page 10- section 1 it states "single vendor will be awarded, please clarify.

Answer 45: **A single vendor will be awarded.**

Question 46: I don't see any monthly amount of copies to be included. How was it determined that the equipment requested will meet the monthly requirements?

Answer 46: **Please refer to answer to question 1.**

Question 47: On page 10- section 2; you request that the lease pricing include maintenance, service and supplies for the lease period. Without an amount of copies, how can the cost be added to the leasing price? Do you mean to have the cost per copy showing on the leasing papers but only pay for copies made?

Answer 47: **Please refer to answer to question 1.**

Question 48: Page 6 #18 CANCELLATION: (30) days prior notice is this "for Cause" "None Appropriation of fund" can you clarify this?

Answer 48: **Please refer to answer to question 13.**

Question 49: What are the database platforms and versions currently in place (SQL, Oracle)?

Answer 49: **The copiers need to be compatible with all Microsoft platforms and for about 1,200 users.**

Question 50: Is your environment virtualized? If so what product and version?

Answer 50: **Please refer to answer to question 49.**

Question 51: What is the existing email platform and version that we will be integrating our MFP's with?

Answer 51: **Please refer to answer to question 49.**

Question 52: Is your email server hosted?

Answer 52: **Please refer to answer to question 49.**

Question 53: What does your WAN configuration consist of?

Answer 53: **Please refer to answer to question 49.**

Question 54: Are there any planned changes in progress that could potentially impact our MFP/solution during implementation or at the point of change?

Answer 54: **Please refer to answer to question 49.**

Question 55: What are the desktop OS platforms and versions currently being utilized in your environment?

Answer 55: **Please refer to answer to question 49.**

Question 56: Will you allow implementers remote access to perform meter read, supply replenishment and service?

Answer 56: **Please add cost as optional.**

Question 57: How many total AD users are there in your environment?

Answer 57: **Please refer to answer to question 49.**

Question 58: Addressed in the RFP is new equipment, does that apply to parts and supplies?

Answer 58: **It refers to new copiers, supplies and parts.**

Question 59: Are you able to provide the average monthly volumes per, page per minute segment, or for the entire fleet?

Answer 59: **Please refer to answer to question 1. See section 1 in page 10 for quantity and speed. No additional information will be provided.**

Question 60: When you mention multiple trays do you mean 2, 3, or 4 trays?

Answer 60: **Please refer to answer to question 2.**

Question 61: Is the City requesting our leasing company to provide property coverage for the new equipment, or are you planning to cover equipment portion of insurance requirements under city's current property coverage? The city would be required to name the awarded vendor. as a "loss payee" to current coverage. Our leasing model also provides an option that this can be included in pricing for required coverage?

Answer 61: **Awarded vendor will be responsible for insurance coverage.**

Question 62: Is it required to submit any application or notifications to city in order to participate in this RFP?

Answer 62: **No. However, a vendor application will be needed for any company awarded and is not a current city vendor.**

Question 63: Our broker has numerous insurance agents that are registered and authorized in the State of Florida; however the agent of signature may not reside in the State of Florida. Is the in compliance with your bid requirements?

Answer 63: **Yes, any insurance agent that is licensed in Florida may sign the document.**

Question 64: Section C of the General Terms and Conditions (page 9) References the Special Terms and Conditions in the bid package. Is there another attachment? Can you confirm that there are no other Terms and Conditions outside of Page 8 and 9?

Answer 64: **No additional conditions other than pages 4-6 and pages 8-9.**

Question 65: Is color scanning a requirement for all copier speeds?

Answer 65: **No color scanning required.**

Question 66: Can the City tell us how many Fax lines you have and the cost per line?

Answer 66: **The city have a different faxing line per location (see attachment), all copiers should have faxing feature.**

Question 67: Will City allow more than 1 proposal from a single vendor?

Answer 67: **No**

Question 68: Can an alternative contract be offered as a second proposal, if the City agrees to the terms the contract offers?

Answer 68: **No**

Address	Department
501 Palm Avenue	Several
20 E 6th Street	Special Events
7400 W 24th Avenue	Education & Comm. Services
900 E 56th Street	Construction Fleet Parks & Recreation Solid Waste
83 E. 5th Street	Fire Telecommunications
190 W. 49TH ST	Library
5555 E 8th Avenue	Police Main Station
501 E. 4 th Avenue	Police
2700 W 8 th Avenue	Police
7400 W 10 th Avenue	Police
7400 W 24 th Avenue	Police
5601 E 8th Avenue	Streets
7590 W 24th Avenue	Fire
3700 W 4th Avenue	Public Works

*Most of the locations are indicated above. However, a few other locations may be added upon request from department head.

CITY OF HIALEAH

Leasing of copier and copier support services

RFP 2015/16-8500-60-004

ADDENDUM No. 1

CONTRACTOR'S NAME _____

ADDRESS _____

PHONE NO. _____

CONTACT NAME _____ **SIGNATURE** _____

**THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUM BY
SIGNING AND DATING BELOW: (Copy of this form must be faxed immediately to
the City of Hialeah at (305) 883-5871).**

ADDENDUM

SIGNATURE

DATE

1

ARF